

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

APG News

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Army Publishing Directorate
Aberdeen Proving Ground Public Affairs Office (APG PAO)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning November 1, 2018 and ending October 31, 2019, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on September 25, 2018.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE:

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.
- The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, contact Linda Giacomo at lgiacomo@gpo.gov or (202) 512-0307.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

SUBCONTRACTING: The predominant production function of this contract is printing. Bidders who must subcontract the predominant production function will be declared non-responsible.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications –

Product Quality Levels:

- (a) Printing Attributes (page related) – Level III.
- (b) Finishing Attributes (item related) – Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be –

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media
P-8. Halftone Match (Single and Double Impression)	Electronic media
P-9. Process Color Match	Electronic media

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from November 1, 2018 to October 31, 2019, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending July 31, 2018, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

DATA RIGHTS: All data/content and materials furnished and produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

The *APG NEWS* will not be distributed either as a supplement or insert to any privately produced civilian newspaper or periodical. Privately produced newspapers or publications may not be distributed as inserts to the *APG NEWS*.

The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work, or which are generated as a result of this contract. Proper precautions shall be taken to ensure that all Government supplied materials are protected from damage. The Government furnished materials shall be returned in the same condition as originally furnished.

Proper control and handling must be maintained at all times to prevent any information, data, or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

All erroneous copies produced by the contractor are to be destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access.

WARNING: All contractor employees performing on this contract must be U.S. citizens.

ACCESS AND GENERAL PROTECTION/SECURITY POLICY AND PROCEDURES: The contractor and all associated subcontractors' employees shall comply with applicable installation, facility, and area commander installation and facility access and local security policies and procedures. The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office.

The contractor workforce must comply with all personal identity verification requirements as directed by DoD, HQDA, and/or local policy. Should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

Personnel who need access to Aberdeen Proving Ground must possess one of the following forms of Identification: DoD Common Access Card, DoD Teslin Identification Card (Retiree or Family Member), or an identification card from another Federal Agency that meets the Requirements of HSPD-12 which can be found at: <https://www.dhs.gov/homeland-security-presidential-directive-12>. Contractors who are enrolled in the Rapid Gate Program must be approved for access to APG for the Rapid Gate ID Card to be valid for APG. Contractors wishing to enroll in the Rapid Gate Program must contact EID Passport for information on how to enroll. All other personnel without one of the above forms of identification must process through the Visitor Center.

All personnel must have a valid state driver's license, state issue identification card, or Department of State work authorization card. All drivers must have valid vehicle registration or rental vehicle agreement for the vehicle they are driving. All visitors will be vetted in accordance with Army Access Control policy. Any vehicles provided by the contractor operating on APG may not be equipped with camera equipment that has recording capabilities.

Contractor will ensure they have processes in place to immediately collect CAC or other Government issued ID's when the individual is terminated from employment or no longer requires access to the installation. These will be turned in to the Military Personnel Office Directorate of Human Resources, Building 4305, Room 161, for destruction. In the case of lost or stolen ID, an MP/Police Report/Statement or a memorandum from the contractor must be provided to the Military Personnel Office Directorate of Human Resources describing the date, place, and circumstances of the loss or theft. The Military Personnel Office will disable lost CAC and upload supporting documentation issued by the contractor. The loss or theft of an ID must be reported on the same day it occurred. All personnel issued a Government ID are personally responsible for safeguarding it to prevent its loss or theft. The ID should remain in direct possession of the individual to whom it was issued at all times or secured in a personal residence. Under no circumstances is it to be left unattended in vehicles or public spaces or lent to a second party. An ID may not be copied by businesses to allow employees to receive discounts nor can it be worn in badge holders outside of official DOD facilities where it is visible to casual observers.

REQUIRED TRAINING: The contractor will be required to complete the following training:

Anti-Terrorism (AT) Level I Training: Contractor must complete Anti-Terrorism (AT) Level I Training. This provision is for contractor employees with an area of performance within an Army controlled installation, facility, or area. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities, and controlled access areas shall complete AT Level I awareness training within 60 calendar days of contract award. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the Contracting Officer within 30 calendar days of completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fjko.jten.mil%2Fcourses%2Fatl1%2Flaunch.html&data=02%7C01%7Cmnewton%40gpo.gov%7Cc05c2ebe49ba478b0c1608d6093226ac%7C97ae4de0d4584af3a7df1c19bdbc49d0%7C0%7C0%7C636706508336617267&data=To9WFe5qn4OT0uCWt1GROp nRRgwvrZtjlHzABKhuTCs%3D&reserved=0>

Anti-Terrorism (AT) Level I Training must be completed on an annual reoccurring basis for the duration of the contract.

iWatch Training and OPSEC Training: An OPSEC, Security, and iWatch Briefing must be completed by all contractors and associated subcontractors. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the Police Desk. Due to computer access challenges, this training will be provided via hard copy to each individual involved with this contract. This training shall be completed within seven (7) calendar days of contract award, or seven (7) calendar days of new employees' commencing performance, with the results reported to the Contracting Officer no later than seven (7) calendar days of contract award. This training must then be completed on an annual reoccurring basis for the duration of the contract. Included in the training is an Installation watch card which should be cut out and retained by the contractor. It identifies what to report and the phone numbers for the Police Desks at APG.

Any contractor personnel who are required to take photos on APG in the performance of their duties are required to be approved and receive training through the Intelligence and Security Division. To request this training, contact the Intelligence and Security Division at (410) 278-3187.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

NOTE: The Preaward Survey will include a review of all subcontractors involved, along with their specific functions.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The contractor shall present, in writing, to the Contracting Officer within two (2) calendar days of being notified to do so by the Contracting Officer or his/her representative, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule.

Option Years: For each option year that may be exercised, the contractor will be required to re-submit, in writing, the below plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these plans to GPO within five (5) calendar days of notification of the option year being exercised.

If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer a statement confirming that the current plans are still in effect.

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME.

Security Control Plans: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal/recycling) to assure against theft and/or the product falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party.

The Security Control Plans shall provide in detail, at a minimum:

- How Government distribution files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract.
- How all applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor and/or subcontractor(s).

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from November 1, 2018 through October 31, 2019, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

PAYMENT: During the first week of each month, the contractor shall submit an itemized statement for billing for all orders issued during the previous month to the ordering agency for examination and certification as to the correctness of the billing. Submit billing to the ordering agency (contact information to be provided after award).

A signed copy will be returned to the contractor for submission to GPO for payment. Upon receipt of the signed copy, billing invoices must be submitted to the U.S. Government Publishing Office for payment.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of newspapers requiring such operations as electronic prepress, printing in four-color process, binding, packing, and distribution.

TITLE: APG News.

FREQUENCY OF ORDERS:

Newspaper: Weekly (approximately 48 to 50 orders per year).

Supplement: Approximately 2 orders per year.

Special Edition: Approximately 2 orders per year.

NOTE: In the first contract year only, orders will not be issued until the third week of November. In all contract years, no orders for the weekly newspaper will be issued during the week of Christmas or the week of New Year's Day. The Special Edition, when ordered, will be in lieu of the weekly newspaper.

QUANTITY:

Newspaper: Approximately 5,000 to 5,500 copies per order.

Supplement: Approximately 5,000 to 5,900 copies per order.

Special Edition: Approximately 5,000 to 5,900 copies per order.

The Government reserves the right to increase or decrease the quantity stated by up to 10% for the products specified.

NUMBER OF PAGES:

Newspaper: 16 pages per order.

Supplement: 24 pages per order.

Special Edition: 24 pages per order.

TRIM SIZES:

Newspaper: 11 x 22" (folded down from 22 x 22").

Supplement: 11 x 11" (folded down from 22 x 11").

Special Edition: 11 x 11" (folded down from 22 x 11").

GOVERNMENT TO FURNISH:

Electronic media will be furnished as follows:

Storage Media: Email; FTP.

Software: Adobe Acrobat; Adobe InDesign (current or near current versions).

NOTE: All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All screen and printer fonts will be furnished/embedded, as applicable.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract

Additional
Information: Files will be supplied in native application and/or PDF format.
CMYK will be used for color identification.

Microsoft Excel file for distribution will be furnished via email.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files must not print on finished product.

EXHIBIT: The facsimiles of sample page shown as EXHIBIT A is representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

Background Check: Contractor to furnish the ordering agency with names of the delivery personnel/drivers. A background check will be required for the delivery personnel/drivers so that they can gain access to the installation and obtain a DA Civilian Identification Card (DA Form 1602). All delivery personnel/drivers must have a valid U.S. driver's license and vehicle registration for the vehicle they will be driving.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

All halftones are to be 133-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 12” dated March 2011.

Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

All paper used in each copy must be of a uniform shade.

Newspaper: White Offset Book, basis weight: 40 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Supplement: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Special Edition: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

PRINTING:

Newspaper: Print head-to-head in four-color process (full ink coverage). Printing consists of text and line matter, halftones, artwork, and departmental logo.

Supplement: Print head-to-head in four-color process (full ink coverage). Printing consists of text and line matter, halftones, artwork, and departmental logo.

Special Edition: Print head-to-head in four-color process (full ink coverage). Printing consists of text and line matter, halftones, artwork, and departmental logo.

MARGINS: Margins will be as indicated on the print order or furnished media.

BINDING:

Newspaper: Fold from 22 x 22” down to 11 x 22”, title out. Trim three sides. Fold again from 11 x 22” to 11 x 11”, title out. Final fold should be at the bottom, open side at top.

Supplement: Fold from 22 x 11” down to 11 x 11”, title out. Trim three sides. Contractor to insert one supplement into each copy of the weekly newspaper. Insert into center of final fold.

Special Edition: Fold from 22 x 11” down to 11 x 11”, title out. Trim three sides.

NEWSSTANDS: The contractor shall provide industry standard (most cost effective) newsstands at the various points specified (approximately 56 stands total) by the ordering agency. Newsstands that will be located outdoors (approximately 35) are to be covered (weather-proof). At contractor’s option, newsstands that will indoors (approximately 21) can be covered newsstands or uncovered newsracks.

The newsstands shall be neutral in color and labeled “APG NEWS.”

Insert newspapers into the newsstands with the front page of the paper facing out.

When ordered, the special editions will insert into the newsstands at the 11 x 11” folded size with the front page facing out.

Contractor is to remove all remaining copies from the previous week before inserting the current week’s copies. Contractor to recycle or destroy all old copies removed.

Newsstands should be located at: Post Exchanges, Burger King, Commissary, Bowling Center, gymnasium and recreations centers, C4ISR complex, Garrison Headquarter Building 305, health and dental clinics, and shoppettes, and mailbox clusters in housing areas.

The contractor is responsible for replacing any damaged, destroyed, or missing newsstand, or upon request by the ordering agency.

NOTE: The majority of required newsstands will be ordered in the first contract year. There may be contract years when no new newsstands will be ordered.

PACKING:

Bulk Deliveries:

For delivery to PAO address, pack suitable in shipping containers not to exceed 45 pounds when fully packed.

For delivery to individual homes, contractor to insert each copy into a plastic sleeve.

For delivery to newsstands and individual homes, pack as necessary for the transporting and delivery processes. Contractor to protect all copies for the newsstands during the delivery process, especially during inclement weather.

Mailed Shipments:

Single copies must be mailed as self-mailers in accordance with USPS regulations for newspapers.

Multiple copies, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

LABELING AND MARKING:

Bulk Deliveries:

For delivery to PAO address, contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

Mailed Shipments:

Create and affix a recipient address label to each copy mailed singly as self-mailers and to each unit of mail packaged in cushioned shipping bags and shipping bundles. At contractor's option, addresses may be imaged directly onto self-mailers, cushioned shipping bags, and shipping bundles.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: The container and its contents shall be recorded separately on all shipping documents and sent to: PAO, Attn: APG News, 6585 Surveillance Loop, Building 6002, Room D1310, Aberdeen Proving Ground, MD 21005.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION AUDIT: Within two (2) months of contract award, the contractor shall conduct a distribution audit, in coordination with the PAO, to optimize the number of papers to be printed and distributed on post and analyze current distribution drops.

The contractor shall conduct a follow-up audit no more than eight (8) months after the initial audit.

Contractor shall provide all audit results as a Microsoft Excel file to the PAO via email at: apgpublicaffairs@gmail.com.

For each option year exercised, the contractor shall perform the distribution audit biannually.

DISTRIBUTION: Distribution specified below applies to all orders (for both the weekly newspaper and the special editions).

- Deliver f.o.b. destination 50 copies from each order and any remaining copies after complete distribution for each order to: PAO, Attn: APG News, 6585 Surveillance Loop, Building 6002, Room D1310, Aberdeen Proving Ground, MD 21005.
- Deliver f.o.b. destination one (1) copy each to approximately 87 individual homes. Driveway delivery is acceptable.
- Deliver f.o.b. destination approximately 20 copies to each housing area newsstand (total 570 copies) at various points at Aberdeen Proving Ground, MD. A complete list of destination points will be furnished with each order. Periodically, the list may be updated by the PAO. Destination points will be mailbox clusters in the housing areas.

- Deliver f.o.b. destination approximately 150 copies to each non-housing area newsstand (total 4,150 copies) at various points at Aberdeen Proving Ground, MD. A complete list of destination points will be furnished with each order. Periodically, the list may be updated by the PAO. Destination points may include, but are not limited to: Post Exchanges, Burger King, Commissary, Bowling Center, gymnasium and recreations centers, C4ISR complex, Garrison Headquarter Building 305, health and dental clinics, and shoppettes.
- Mail f.o.b. contractor's city approximately 5 or 10 copies each to the designated municipal and public locations in Harford and Cecil Counties, including but not limited to: city halls, mayors' offices, libraries, and veteran's service organizations. (Approximately 36 locations will receive 5 copies each, and approximately 2 locations will receive 10 copies each.)
- Mail f.o.b. contractor's city approximately 1 copy each to the approximately 10 Congressional mailing addresses.

All mailing shall be made at the most economical rate to the Government - *reimbursable*.

Contractor is required to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers/mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 280-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery/mailing methods, and title of product. Contractor must be able to provide copies of all delivery/mailing receipts upon agency request (if applicable).

All expenses incidental to furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print order and furnished materials will be furnished via email or FTP.

The following schedule begins the SAME workday as notification of the availability of print order and furnished material; the same workday as notification will be the first workday of the schedule.

Print order and furnished materials will be furnished no later than 5:00 p.m. Tuesday each week. On up to approximately 6 orders per year, the ordering agency may have late changes that will be furnished no later than 12:00 noon each Wednesday.

- For the copies delivered to individual homes and mailing clusters in housing areas, contractor to complete production and distribution by 6:00 a.m. Thursday each week.
- For all other copies, contractor to complete production and distribution by 12:00 noon Thursday each week.

NOTE: If a Federal holiday falls on a Thursday, the ordering agency will furnish the print order and furnished materials no later than 5:00 p.m. Monday. The contractor must make complete distribution (as specified above) on Wednesday. Upon award (and for each option year exercised), the Government will provide a list of recognized Federal holidays.

If there are issues (e.g., inclement weather) that cause a base closure that prevents the contractor from delivering the copies in accordance with the contract schedule, the contractor shall notify immediately the Contracting Officer and the PAO and distribute by the following workday.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and the date products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

	(1)	(2)
I. (a)	48	2,448
(b)	2	110
(c)	2	110

II. (a)	4,350
(b)	56

III. 1.	75
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2. (a)	500
(b)	1,900

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailing and f.o.b. destination for all other consignments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per-100 rate.

Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

I. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations necessary (including paper) for the complete printing and binding of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) <i>Newspaper</i> – Printing in four-color process, including binding and inserting into newsstands..... per product.....	\$_____	\$_____
(b) <i>Supplement</i> – Printing in four-color process, including binding and inserting into newspapers per product.....	\$_____	\$_____
(c) <i>Special Edition</i> – Printing in four-color process, including binding and inserting into newsstands..... per product.....	\$_____	\$_____

(Initials)

II. ADDITIONAL OPERATIONS:

- (a) Inserting single copies (for individual homes)
into protective plastic sleeves per copy\$ _____
- (b) Newsstands per stand\$ _____

III. PACKING AND DISTRIBUTION: Prices must be all-inclusive, as applicable, and must include the cost of packing; cushioned shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; and distribution, in accordance with these specifications.

1. Bulk Shipments to PAO address:

Packing and sealing shipping containers per container\$ _____

2. Mailed Shipments:

- (a) Addressing single copies (self-mailers) per copy\$ _____
- (b) Multiple copies up to 12 pounds,
in cushioned shipping bags or wrapped in
shipping bundles (maximum gross weight 14 pounds) per bag or bundle\$ _____

(Initials)

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
